Arizona Department of Education
National School Lunch Program
New Sponsor Application Process Statement

What date do you plan to begin operating NSLP? _____

To be approved for the National School Lunch Program and School Breakfast Program you must:

- ☐ Have a CTDS number from School Finance
- ☐ Complete an A+ School Lunch Workshop
- ☐ Have your Menu Certified by a Program Specialist
- ☐ Request Common Logon Permissions* for access to CNP system
- ☐ Complete Site and Sponsor applications on CNPWeb
- ☐ If applicable, have your Vendor contracts approved by the ADE Contracts Management Officer
- ☐ Complete and submit the application packet below

The following forms must be submitted in hard copy to the Arizona Department of Education's Child Nutrition Programs office:

- ☐ New Sponsor Application Process Statement
- ☐ Food Program Permanent Service Agreement (2 originals must be submitted)
- ☐ ADD / CHANGE / DELETE (Health and Nutrition Services Entity Data Form)
- ☐ *Common Logon Permissions Request for NSLP (more than one user per organization)
- ☐ **Private Organizations** require: Common Logon Permissions Request for **CNP Annual Financial Report** Access
- ☐ Free and Reduced-Price Policy Statement
- ☐ Civil Rights Pre-Award Compliance
- ☐ State of Arizona Substitute W-9 Form
- ☐ **Private Organizations** require: Copy of tax-exemption 501(c)(3) letter from the IRS
- ☐ DUNS Number Form
- ☐ Certification Regarding Debarment
- ☐ Certification Regarding Lobbying
- ☐ Menu Certification documents
- ☐ **Residential Facilities** require: Copy of current license for each site(s) participating in the program
- ☐ **USDA Foods Program** require: Food Distribution Program Delivery Information Form

I, _____, understand that the steps listed above must be completed before
      Designated Official

_____ will be approved for the National School Lunch
      Name of sponsoring entity

Program and that I will not be able to claim any meals that are served before official approval is given.

_____   _____
     Signature of Designated Official   Date